How to Submit Your Video to Blackboard

***Please go through the instructions step by step

1. Before you can do anything with your video in Blackboard, you must first upload your video to Kaltura.
   a. Click “Upload to Kaltura”
   b. Give your video a title
   c. Make sure your username is listed as the “Owner Username”
   d. Click “Submit”, your video recording will show up in your “My Media” section on your Blackboard homepage
   e. Again, you may need to refresh the webpage for it to fully upload to Kaltura.
This is where your recorded videos land after uploading to Kaltura. Just for your personal access.

To submit to your class, click on the class it is for in Blackboard. You submit your videos as an assignment in your class’s Blackboard page. Click on your class link.

g. Left sidebar, Course Content for your class

Click on “Case Assignment” link, or whatever the assignment is
h. Click the assignment where you will upload your video.

i. If there is a rubric, you can view it here, this will show you what you will be graded on. The LCS would recommend viewing the rubric before recording.

j. Attaching Kaltura Media

   Click on “Mashups”
   Then, in the drop down box click “Kaltura Media”

   “Write Submission” this is where you actually submit your video to be graded. Click this button to get start submitting your video recording for the assignment.

   You may need to click the expand arrows to see the “Mashups” button.
k. New Window opens

l. A final window opens, you will embed the video into your assignment submission here

Select whichever video recording is for the assignment you are submitting

Click “Embed”
m. Adding the details of your presentation

Click you cursor anywhere in this text box, write the full names of the presenters in order of who presented (1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, etc). \textbf{Don’t} write it in the “Add Comments” section.

n. Submitting

After you have added your media, included each of the team members in order that they presented, you are ready to submit!